



Program Planning Guide

Business Administration, Human Resource Management Track, Diploma (D25120HR)

Program Length: 4 Semesters

Program Sites: Lee Main Campus, Day Program with some evening classes available; Harnett Main Campus, some day classes available; Distance Education

Career Pathway Options: Associate in Applied Science Degree in Business Administration-Human Resource Management; Diploma in Business Administration-Human Resource Management; Diploma in Business Administration-Human Resource Management

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
BUS 234	Introduction to Business	3	0	0	3	
BUS 256	Training and Development	3	0	0	3	
BUS 258	Recruiting, Selection, and Personnel	3	0	0	3	
BUS 110	Compensation and Benefits	3	0	0	3	
ACA 122	College Transfer Success	0	2	0	1	
Total Semester Hours		12	2	0	13	
2nd Semester (spring)						
BUS 137	Principles of Management	3	0	0	3	
ENG 111	Writing and Inquiry	3	0	0	3	
BUS 217	Employment Law & Regulations	3	0	0	3	
CIS 110	Introduction to Computers	2	3	0	3	
Total Semester Hours		11	3	0	12	
3rd Semester (summer)						
BUS 137	Human Resource Management	3	0	0	3	
Economics Requirement		3	0	0	3	
Total Semester Hours		6	0	0	6	



4th Semester (fall)						
BUS 115	Business Law I	3	0	0	3	
MKT 120	Principles of Marketing	3	0	0	3	
ACC 120	Principles of Financial Accounting	3	2	0	4	
Mathematics requirement		2	2	0	3	MAT-110 or MAT-143
	Total Semester Hours	11	4	0	13	
Total Semester Hours Required for Graduation: 44						